

Expression of Interest

Industry Training Advisory Committee (ITAC)

Tonga National Qualifications and Accreditation Board (TNQAB)



1. Background

The development of national qualifications is the culmination of leadership foresight, and follows years of hard work by key stakeholders of education and national development in Tonga. From the initial decision by His Majesty's Cabinet in 1987 to establish TNQAB, to the passing of the TNQAB Act in 2004, and the current effort to develop national qualifications, the TNQAB has been and is still carrying out work in preparation not only for their development but also their maintenance.

One of the key requirements for the development of every national qualification is the establishment of an *Industry Training Advisory Committee (ITAC)*. In general, the primary goal of every ITAC is to act as advisors of the development process, representing not only the relevant sector or field in which the national qualification is being developed but also the communities and Tongan society.

2. Purpose

This expression of interest is to identify individuals and groups with the required qualifications and experience to act as ITACs of national qualifications. All interested individuals and groups are requested to express their interest to TNQAB by the EOI closing date provided below.

Ladies and gentlemen, especially retired public servants who are willing to contribute to Tonga education and national development, and gain some income, are encouraged to send in their expressions of interest. Senior officers in both the public service and private sector are also encouraged send in their expressions of interest.

3. Target group

This expression of interest is seeking individuals or groups comprising of professionals with the required formal qualifications as well as experience in the following industry sectors or learning fields:

- Tourism and hospitality;
- Agriculture;
- Business and commerce; and
- Health.

Having past experiences in learning program or curriculum design and development, assessment and evaluation, or qualifications development would be an advantage.

Each ITAC is expected to consist of 6 to 12 individuals.

Individual applicants

Applicants who express their interest as individuals, once selected, will be assigned to ITACs based on the information which are submitted in their expressions of interest.

Group applicants

Those who apply as a group (ITAC) are requested to ensure that each group satisfies the membership requirements listed in the *Scope of responsibilities* below. TNQAB reserves the right to approve or not to approve the membership of group members submitted within an expression of interest, and to suggest replacements.

4. Minimum pre-qualification

- Postgraduate qualification (in a relevant trade or field) plus 5 years of work experience; or
- Undergraduate degree (in a relevant trade or field) plus at least 10 years of work experience.

5. Scope of responsibilities

ITACs are a key source of industry advice for qualification developers, and TNQAB. They provide streamlined, unique and timely advice to TNQAB, providers and stakeholders on the training and skill needs by the local industry sectors to facilitate the design and delivery of qualifications and training programmes that support workforce development.

Each ITAC should be made up of representatives from:

- Industry or professional associations;
- Regulatory or licensing bodies (where applicable);
- Relevant training providers;
- Individual enterprises that represent the sector or field;
- Church or community groups with an interest in the sector or field;
- Other representatives the qualification developer believes will assist the development process.

The following summarises the *Terms of Reference* for each ITAC:

- Advise on sector or sub-sector skills gaps and training needs;
- Advise on national industry standards ;
- Recommend technical experts to assist in researching and in the development of national qualification(s);
- Advise on likely pathways into and out of the proposed national qualification(s);
- Advise on economic, social and labour market trends in their area of expertise;
- Assist in the validation and endorsement of national qualifications;
- Inform the sector of training and national qualifications initiatives;
- Assist TNQAB, if required, in identifying expert panel members to evaluate applications for both national qualifications registration as well as for accreditation of their respective training programmes; and
- Submit a work plan to TNQAB, indicating the necessary details such as meeting dates, venue, objectives, outputs, etc.

ITACs are expected to complete the required work according to a work plan that they prepare and approved by TNQAB. Each ITAC can advise more than one national qualification.

6. Remuneration

Every ITAC member will be contracted to work for four (4) days and be remunerated 1,000.00 Pa'anga for each national qualification that is approved and registered on the Tonga Qualification Framework (TQF).

The four (4) work days mentioned above are not consecutive, and are to be decided in collaboration with TNQAB and the qualification developer. During the development process, every ITAC is expected to meet the developer and TNQAB at least four (4) times for the purpose of advising the development of national qualifications.

7. Deadline and submission of EOI

All expressions of interest must include the following for each individual:

- A curriculum vitae;
- Certified copies of academic qualifications and transcripts;
- Other relevant documents that attest to experience and skills (e.g. trade licenses, membership in professional associations, reference letters, etc.)

All expressions of interest are to be submitted in a sealed large envelope, addressed to the **CEO TNQAB**, and marked **EOI National Qualifications ITAC**, to reach the TNQAB Office no later than **4 pm Friday 6th April 2018**.

Expressions of interest can be either hand-carried or posted to the address below:

Hand-carry to:

TNQAB Office
Molisi Tonga City Central (First floor)
Cnr Salote Rd and Unga Rd
Nuku'alofa
TONGA

Post to:

National Qualifications Unit
TNQAB Office
P. O. Box 65
Nuku'alofa
TONGA

8. Further enquiries

In person, TNQAB Office: National Qualification Unit
Email: viliimaka.foliaki@tnqab.to
Phone: (676) 28136 Ext. 212